



EASTSIDE UNION SCHOOL DISTRICT
INTERDISTRICT TRANSFER AGREEMENT

2024-2025

STEP 1: Please complete this section of the form to request an interdistrict transfer for your child to attend a school that is not located within the Eastside Union School District (EUSD).

DATE OF REQUEST

Form with fields for Student Name, Birth Date, Parent/Guardian Info, Address, Phone, Email, and various checkboxes for disciplinary action, IEP services, and reasons for request.

I have read the terms and conditions and understand the regulations and policies governing interdistrict attendance permits and hereby submit my application. I declare that the information provided above is true and accurate. I understand that the information provided is subject to verification and that the mere act of completing this application and providing all the required documentation DOES NOT guarantee that the request will be approved.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STEP 2: District of Residence and STEP 3: Proposed District of Attendance sections with decision checkboxes and signature lines.

IMPORTANT: If the interdistrict transfer request is approved by the EUSD (Step 2), the parent/guardian is responsible for submitting a copy of the approved application along with all documentation submitted in Step 2 to the proposed district of attendance (Step 3).

**EASTSIDE UNION SCHOOL DISTRICT****BOARD POLICY 5117: INTERDISTRICT ATTENDANCE TRANSFER (10/18/23)**

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

**Criteria for Consideration.** The Superintendent or designee may approve an interdistrict attendance permit for a student for any of the reasons listed below (in alphabetical order). Submission of an application for transfer must also include the documentary proof/evidence listed in the chart to support each reason identified. Incomplete applications will not be processed.

<b>Reason for Request</b>	<b>Documentary Proof or Evidence Required</b>
Agency referral	• Recommendation by SARB or by county child welfare, probation, or social service agency as a result of documented cases of serious home or community problems.
Bullying	• Investigation report from the EUSD showing that the student meets the definition of a “victim of an act of bullying”, as defined in EC 46600.
Change in residence	• Copy of escrow documents.
Childcare	• Official letter from the childcare provider, including the time frame in which the student is under their care. • Letter from the parent/guardian explaining the need for the particular childcare provider and the permit.
Continued enrollment	• Copy of the student’s last report card and transcript (or official document) showing the student’s enrollment history at the proposed district of enrollment.
Educational program	• Informational material detailing the specialized program in which the student is interested. • Letter from the parent/guardian expressing the extent of the student’s interest in the program, and how the program is either unavailable or not comparable at the EUSD.
Final year	• Copy of the student’s last report card.
Instructional Collaboration	• Proof of enrollment in STEM classes or in a dual language immersion program in the EUSD. • Proof of disruptions, cancellations, or teacher shortages in the applicable program.
Parent employment	• Proof of employment, including physical work location and work hours. • Letter from parent/guardian explaining the need for the permit under parent employment reasons.
Personal and social adjustment	• Letter explaining the need for a change in school environment for reasons of personal and social adjustment. • Proof of challenges the student has faced at the school.
Physical/mental health	• Letter or report from a physician, school psychologist, or other appropriate school personnel verifying the special physical or mental health that necessitates attendance in a school outside of the EUSD.
Sibling	• Copy of sibling’s last report card. • Copy of the sibling’s release permit from the EUSD.

**Terms and Conditions**

- An interdistrict permit is granted or denied per the terms and conditions stipulated in board policy.
- Failure of the parent/guardian to meet any timelines is deemed an abandonment of the request.
- Parents/guardians will be notified of the final decision within 30 calendar days from the date the request was received if the request is for the current year; for future year request, the final decision will be provided before 14 calendar days into the new school year.
- Once an interdistrict permit has been granted, a student is not required to reapply unless an agreement between the governing boards of the EUSD and the district of enrollment states otherwise.
- A request may be denied, or an existing permit may be revoked, by either district under the following conditions:
  - Student repeatedly fails to make appropriate academic efforts.
  - Student repeatedly fails to abide by school, district, and state attendance policies.
  - Student repeatedly fails to uphold appropriate behavior standards.
  - False or misleading information was provided.
  - Other conditions that occur that would render continuance inadvisable.
- Students who are eligible for Special Education Services may be asked to also obtain an Inter-SELPA Agreement.
- No financial obligation shall be incurred by the EUSD for services rendered under this agreement.

**Transportation.** In general, the district shall not be obligated to provide transportation for students who attend school outside their attendance area, unless required by law (Education Code 46600, BP 5117).

**Appeal.** A parent/guardian has the right to appeal the EUSD’s final decision to deny a request for transfer to the Los Angeles County Board of Education within 30 calendar days from the date of denial. (*Note:* A student who is under consideration for expulsion or who has been expelled may not appeal the denial while expulsion proceedings are pending, or during the term of the expulsion.)